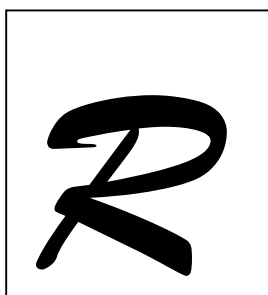


# Welcome to “la clase de Español I con la Señora Baedke”!

I am very pleased to have you as my student!

*As we begin our year in Spanish class, let’s examine the three R s.*



*responsabilidad*

*respeto*

*resultados*

As your teacher, it is my **RESPONSIBILITY** to...

- Behave in a way that shows **RESPECT** for myself, others, the environment, property, time, and rules.
- Behave in a way that encourages positive **RESULTS**.
- Provide a physically and emotionally safe learning environment.
- Design appropriate academic tasks.

It is your **RESPONSIBILITY** to behave in a way that shows **RESPECT** for...

## **Yourself**

- ☺ Be intellectually honest
- ☺ Do quality work
- ☺ Speak up if you have concerns or needs

## **Others**

- ☺ Honor diversity
- ☺ Honor space

## **Time**

- ☺ Honor yours, mine, and ours

## **Property**

- ☺ Take care of things (whether they belong to you, to your neighbor, to me, or to our school)

## **Rules**

- ☺ Know the rules for both our Spanish class and our school

## **The Environment**

- ☺ Reduce, reuse, recycle
- ☺ Keep the room, your desk, and the area around your desk clean.

It is your **RESPONSIBILITY** to behave in a way that encourages positive **RESULTS** by...

- ☺ Participating in all in-class activities
- ☺ Practicing Spanish outside of class
- ☺ Doing your homework
- ☺ Managing your time
- ☺ Working with your partner
- ☺ Bringing the materials you need to do academic work
  - ✎ 3 – ring binder just for Spanish class, no spiral notebooks
  - ✎ 8 dividers/tabs
  - ✎ loose-leaf paper in each section of binder
  - ✎ Prairieview Planner
  - ✎ pens and pencils
  - ✎ 1 dry erase marker
  - ✎ highlighter
  - ✎ pencil pouch



### **Classroom Procedures**

**The Beginning of Class:** Be in your seat and ready to work when the bell rings. Always bring all class supplies, your good attitude and willingness to speak and learn Spanish and your completed assignment. Have all of them ready before class starts.

**The End of Class:** Class is not over until I dismiss you. Until that time, please stay in your seat and continue your work. Do not put away your materials early, line up at the door, or walk around the room. Before you leave, make sure that your desk is where it should be and that the area around your desk is clean.

**Partners:** There will be assigned seats. You will work with a desk partner. We will change seats periodically, giving you a new partner. Your **RESPONSIBILITY** towards your partner:

- Work together for paired activities in class.
- Recite in Spanish to each other in class.
- Check each other's work in class.
- Get copies of handouts if your partner is absent.
- Exchange phone numbers so that you can call to ask a question, get clarification or help.
- Provide notes for your partner to copy after an absence.
- Help each other to achieve outstanding **RESULTS**!

**Books and other materials:** I have a library of Spanish books, CD's, and videos. You are welcome to look at them. If you would ever like to borrow one to take home, please check it out by signing it OUT on the clipboard. Please return these materials within a week in good condition. Sign the materials IN on the clipboard and include the date. **Treat these materials with care!**

**Substitute Teachers:** There will be times when I will not be in the classroom. Please cooperate with the substitute teacher. Be aware that substitute teachers may not be proficient in Spanish.

Follow these classroom procedures and you will have a great experience in Spanish class. You will have positive interactions with other members of the class and you'll have fun while you acquire a lot of Spanish!

### **The Prairieview World Languages Department Grading System**

At Prairieview, the World Languages Department is using a standards-based grading system. The world language teachers want students to be assessed on what they *know* and *are able to do*. The following is an explanation of the grading system.

As we acquire the Spanish language, your grade will be determined using the following categories and percentages.

- |              |     |              |     |              |    |
|--------------|-----|--------------|-----|--------------|----|
| • Listening  | 20% | • Speaking   | 10% | • Culture    | 4% |
| • Reading    | 20% | • Writing    | 10% | • Reflection | 3% |
| • Vocabulary | 25% | • Structures | 8%  |              |    |

ALL assessments: quizzes, tests, homework and projects will be graded reflecting these categories and percentages.

For example: You are given a speaking assignment about el Día de los Muertos that is worth 40 points. It will be graded on culture, vocabulary, structure and speaking. If you score 10 out of 10 on the culture portion of this assignment, that will be 100% in the culture category which counts as 4% of your quarter grade. The same is true with the other categories. If you score 10/10 on the speaking portion, that 100% will help your grade even more because it is 10% of your quarter grade.

Some assessments will only include one of the categories, such as a vocabulary quiz. While others, such as a chapter test, will include several categories. Your grade will be recorded in each of the pertinent categories.

#### **Homework Policy:**

Spanish, like any language, is a skill. Just like a sport or a musical instrument, it takes a lot of practice to become proficient at it. We will practice the language together in class and you will practice it outside of class. Homework is an important part of your practice!

Unless otherwise announced, homework is to be completed for the next day. We won't have homework everyday, and probably not that often, but what we do have will be important practice. Remember that it is my responsibility to design appropriate academic tasks. So please know that I will not give you busy work. There is a reason behind every assignment that I give. So please complete all homework with care and remember to bring it to class.

There are two types of homework.

1. Homework that is NOT graded
  - Non-graded homework is important practice - you are expected to complete it.
  - It will be recorded in PowerSchool as a *a* for complete or an *x* for incomplete.
  - That information will be available for you, your parents and me to see.
2. Graded homework
  - Grading will be based on the above-listed categories and percentages.
  - Graded homework will sometimes be graded on completion and sometimes on accuracy.
    - Homework that is graded on completion is generally checked in class and is worth four points. In order to receive any credit on these homework assignments, you must have them in class on the day they are due. There is no make-up of these assignments, unless you were absent.
    - Homework that is graded on accuracy is usually turned in and marked.

1. If you do NOT turn the assignment in on the due date, you may turn it in late for some credit.
2. You have until the class period of the summative assessment to do, finish, or correct a homework assignment. **You are responsible for making the arrangements for finishing your work.** *If you complete the assignment and turn it in within the allotted time, your grade will be changed.* It is better to turn it in sooner rather than later, for the needed practice, and so that you don't forget to do it again.
3. If a homework assignment that is collected and graded for accuracy is NOT handed in at all, a student will receive an F – 50%, rather than a 0. That is because a closer look at the grading scale shows us that an F is weighted more heavily than all of the other letter grades. An F that is a 0 hurts your grade CONSIDERABLY MORE than an F that is 50%. It is both difficult and discouraging to try to dig yourself out of a hole created by 0's. Receiving an F that is 50% will still impact your grade negatively, but not disproportionately.

**This 50% procedure ONLY applies to homework that is not turned in, not to projects, quizzes, or tests.**

**Remember that homework is important practice. Do ALL homework on your own.**

### **In-class work**

There will be things that we will do in class, such as write a story, draw pictures, complete sentences, etc. From time to time, these activities may be collected and graded for accuracy as a measure of what you know and can do using Spanish.

### **Projects**

A project is an assignment that generally takes longer to do than overnight. It could be an on-going project, such as our year-long portfolio, or it could be something that accompanies a particular unit and is due in 3 or more days. You will generally work on projects outside of class. Projects are NOT considered homework and therefore cannot be completed for credit up until the class period of the final assessment. Refer to the project rubric for specific grading details.

### **Extra Credit**

The best way to ensure a good grade in class is to do everything that is expected of you, in class and out of class. There may be some opportunities for extra credit, but they will be rare. I only give extra credit assignments that are available to ALL students. Don't count on extra credit to improve your grade. Do ALL that is expected and your grade will be good!

### **Reflection**

Included in this category are goal setting, evaluations, and a year-long portfolio. Research tells us that it is important to take time to reflect on our learning, to think about our thinking. You will write learning goals each quarter. You will also write the strategies that you plan to use to accomplish your goals. In your quarter portfolio you will reflect on your goals and modify them or write new ones for the upcoming quarter.

For your portfolio as well, you will compile artifacts - assignments, songs, readings, examples of your writing, etc. and write reflections over them. Tests may NOT be used for your portfolio, some quizzes may be used. This compilation of goals, artifacts and reflections will comprise your portfolio. Your

portfolio grade will be in the reflection category. Your portfolio will not be turned in on paper, it will be turned in electronically as either a word document, a powerpoint or a pdf file.

### **Save Your Work**

You will need to keep your Spanish binder organized and up-to-date with notes, handouts, writing samples, a reading log, & a language/culture log (a journal documenting how you are using the language outside the class). You will choose from these assessments for your portfolio each quarter.

### **Quizzes and tests**

Remember that using Spanish is a skill. This is not a class where you can learn material for a test and then forget it. Acquiring a language is like learning how to ride a bike or learning how to swim. It's a skill that you build gradually, use and remember for a long time.

Because in order to communicate successfully in Spanish you will need to continually know vocabulary, you may be tested over any vocabulary acquired in class at any time during the year. **Vocabulary quizzes will generally be unannounced.** You should review your vocabulary every day.

We will also have an occasional quiz over structures that we have acquired. Quizzes are formative in nature and tell both of us what you've learned and what we need to continue to work on. **Structure quizzes** will be announced at least one day before they are given. There will also be **reading quizzes**. **Structure and reading quizzes may be retaken up to the time of the test.** You must come in on your own time, either before or after school to get help before retaking a quiz. You may retake the quiz as many times as you need to, in order to get the grade you want. If I suspect you are cheating (ie: trying to memorize answers) you will lose this privilege.

Tests will be announced ahead of time. Tests are longer than quizzes. Tests are more summative. They evaluate what you know and can do at the end of a unit. Tests are likely to include more of the grading categories than a quiz would.

### **Semester Exams**

We will have semester exams both semesters. The exams will be written to reflect the same grading categories and your score will be divided into the categories and then added to your 2<sup>nd</sup> and 4<sup>th</sup> quarter grades.

### **Olés**

Students may receive an olé at the class' suggestion and at the teacher's discretion, for answering a particularly difficult question, for asking a great question, for giving a very creative answer, or for winning a game. When a student has accumulated five olés, they may be turned in for one cupón.

**Cupones** are worth

- 2 bonus points on a test or quiz
- 1 free tardy to class
- 1 late project, up to 2 days late, with full points

### **Need Help**

When you are confused, be sure to ask your questions and to get help as soon as possible! Make arrangements to see me for help before or after school, or during one of my planning periods 4<sup>th</sup> or 7<sup>th</sup> hour. It may take 5 minutes, it may take 20 minutes. That's okay, leaving your questions unanswered is not!



**Expectativas para la clase de español con la Sra. Baedke**

**DO:**

- ✓ Bring ALL supplies to class
- ✓ Complete homework on time and turn it in
- ✓ Be polite & respectful (of people, property, ideas, & self)
- ✓ Participate
  - Do ALL class activities
  - Look at the teacher
  - Raise your hand
  - Do the actions/gestures
  - Answer questions
  - Ask questions
  - Use the Spanish we know
  - Indicate understanding
  - Indicate lack of understanding
  - Contribute story ideas
- ✓ Listen – focus, eyes on teacher
- ✓ Be on time
- ✓ Help others when they are struggling
- ✓ Follow directions
- ✓ Embrace the Spanish language and Hispanic culture
- ✓ Give your best effort
- ✓ Pay attention
- ✓ Demonstrate the 6 pillars
- ✓ Have a positive attitude
- ✓ Study Spanish outside of class
- ✓ Use Spanish outside of class

**DON'T:**

- ⊗ Talk when someone else is talking
- ⊗ Chew gum or have anything in your mouth
- ⊗ Put your head on the desk
- ⊗ Work on homework during class
- ⊗ Take a book without checking it out
- ⊗ Forget to check a book back in
- ⊗ Read (novel, etc.) when you should be participating in Spanish class
- ⊗ Mistreat others (bullying) – disrespectful behaviors, profanity, name-calling, put-downs, fighting, throwing things, laughing at others, rolling your eyes
- ⊗ Talk back to teacher or peers
- ⊗ Cheat
  - Copy other people's tests, quizzes, or homework
  - Use on-line dictionaries or translators
  - Have a sibling, parent, friend or native speaker give you vocabulary or do your work
  - Plagiarize

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Student signature

Date

**Please have a parent/guardian sign and date this expectations packet.**

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Parent signature

Date

**Keep this packet at the front of your Spanish binder all year long!**